



UNITED STATES DISTRICT COURT

District of Minnesota

Richard D. Sletten, Clerk
Tricia M. Pepin, Chief Deputy Clerk

Warren E. Burger Federal
Building and U.S. Courthouse
316 North Robert Street, Suite 100
St. Paul, MN 55101
(651) 848-1100

U.S. Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415
(612) 664-5000

Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse
515 West First Street, Suite 417
Duluth, MN 55802
(218) 529-3500

Edward J. Devitt U.S. Courthouse
and Federal Building
118 South Mill Street, Suite 212
Fergus Falls, MN 56537
(218) 739-5758

ADMISSION TO PRACTICE PROCEDURE

Effective October 5, 2015 – An individual PACER account is required for Admission.

1. All Petitioners for bar admission must complete the Petition for Admission to Practice and provide two certificates from members of the bar. These documents **WILL BE UPLOADED** through the attorney's upgraded individual PACER ACCOUNT to the "ATTORNEY ADMISSIONS AND E-FILE" option for the District of Minnesota. **DO NOT MAIL COPIES TO THE COURT.** If you do not have a PACER account, you can register for a PACER account at <https://www.pacer.gov/>.
2. The Petition for Admission to Practice and the two certificates must be submitted through PACER to the District of Minnesota at least seven (7) days prior to the date the petitioner wishes to be admitted. Click [here](#) for detailed instructions on the application process with screenshots on the how to upload these forms through your upgraded individual PACER account.
3. Petitioners must certify on their Petitions for Admission to Practice that they have read and are familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including the Electronic Case Filing Procedures.
4. The Petition for Admission to Practice must be accompanied by the certificates of two active members of the bar of this Court stating when and where they were admitted to practice in this Court, how long and under what circumstances they have known the petitioner, and what they know of petitioner's character and experience at the bar. See Local Rule 83.5(c)(2)(B). **PLEASE NOTE THAT THE ATTORNEYS COMPLETING THE CERTIFICATES MUST BE ACTIVE AND IN GOOD STANDING WITH THE DISTRICT OF MINNESOTA.** To check the status of an attorney, please use the [Attorney Status Report](#) available on our website.
5. A schedule of admission ceremony dates for Minneapolis and St. Paul is available on the INFORMATION page of our web site at www.mnd.uscourts.gov. Petitioners should request their preferred admission ceremony date on the petition itself. If the requested

date cannot be accommodated, the Clerk's Office will contact the petitioner. For admission ceremonies in Duluth and Fergus Falls, please contact Magistrate Judge Brisbois' Chambers directly at 218-529-3520 to schedule an admissions ceremony.

6. The Clerk's Office will not approve any requested admission ceremony date if the Petition for Admission to Practice along with the two certificates are incomplete or submitted late. You will be contacted by the Clerk's Office if any deficiency exists in your materials.

7. If all of your admission documents are complete AND you are eligible to be admitted, the Clerk's Office will email you to confirm the date, time, and location of your admission ceremony. Also, you will be instructed to pay the \$200 admission fee through your PACER account at that time. The admission fee must be paid through PACER **PRIOR** to your admission date. **DO NOT MAIL OR DELIVER A CHECK TO THE CLERK'S OFFICE. THE ADMISSION FEE MUST BE PAID THROUGH PACER.**

8. On the day of the admission ceremony, the petitioner's admission must be moved in person by a member of the bar of this court. The movant may or may not be one of those who provided a certification (see step 4). The attorney moving the admission of an applicant should orally represent the following:

A. The movant is a member of the bar of this court;

B. The petitioner is admitted to practice before the Supreme Court of Minnesota and is eligible for admission to practice; and

C. The length of time movant has known petitioner and what is known of petitioner's character and experience at the bar (LR 83.5).

9. A certificate of admission will be issued in the courtroom after the ceremony.

10. Once admitted and the admission fee is paid, attorneys will be given full filing access in the District of Minnesota.

11. Attorneys admitted to the bar of the United States District Court should immediately notify the Clerk of Court of any change in name, mailing address, law firm affiliation, and/or telephone number **through their PACER accounts**, by clicking on the MAINTENANCE tab then selecting the applicable option to update personal, address, or other information.

12. For any questions about the admission process, please contact an Attorney Admissions Clerk at 651-848-1100 or email the ecf helpdesk at ecfhelpdesk@mnd.uscourts.gov.